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Environmental Protection Agency

Job Title: Public Affairs Specialist

Agency: Environmental Protection Agency

Job Announcement Number: LV-R10-MP-2012-0060

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[Print Preview](#)[Agency Contact Info](#)Job Announcement Number:
LV-R10-MP-2012-0060

Control Number: 323678000

This position is closed and no longer accepting online applications through USAJOBS.

The contents of the announcement can still be [viewed](#).

SALARY RANGE: \$73,420.00 to \$113,496.00 / Per Year
OPEN PERIOD: Friday, August 10, 2012 to Friday, August 31, 2012
SERIES & GRADE: GS-1035-12/13
POSITION INFORMATION: Full-time - Permanent
PROMOTION POTENTIAL: 13
DUTY LOCATIONS: 1 vacancy - Seattle, WA, US [View Map](#)
WHO MAY APPLY: Current permanent EPA employees in Region 10 with competitive status and CTAP eligibles.

JOB SUMMARY:

Earth Day is every day at EPA! Our diverse workforce connects to more than just a career-we share a common passion to promote a cleaner, healthier environment. We consistently rank as one of the top Federal agencies in which to work, with great benefits and work flexibilities. See more about us here: <http://www.epa.gov>.

This position is located in Region 10, Office of Ecosystems, Tribal & Public Affairs, Public Affairs Unit in Seattle, Washington. For more information on this office, visit their website: <http://www.epa.gov/aboutepa/region10.html>

KEY REQUIREMENTS

- If you are selected, a pre-employment background check is required.
- You must submit resume and required documents(See How to Apply)
- You may be required to travel 1 to 5 days per month.
- Position has portable work and selectee may be eligible to telework.

DUTIES:

Identify the best channels to disseminate written information about EPA programs (e.g. communications plans, newspapers, radio, televisio, internet, social media, etc. Establish and maintain effective relationships with media representatives and specialized groups to disseminate information that will enhance public knowledge and understand of EPA policies and programs. Evaluate the effectiveness of communication plans in furthering EPA goals. Write, edit and issue press releases, fact sheets, media advisors, briefing documents and internet articles.

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QUALIFICATIONS REQUIRED:

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You do not need a degree to qualify for this position.

We are looking for at least one year of specialized experience related to this position as described below:

To qualify for the GS-12 level, you need to have at least one year of full time experience defined as:

Developing and disseminating information to the public concerning environmental regulations, policies, and programs and maintaining effective relationships with media representatives and groups specific to a particular program area (e.g. water, air, superfund, etc).

To qualify for the GS-13 level, you need to have at least one year of full time experience defined as: Developing and disseminating a wide range of information to the public concerning the nature and objectives of agency programs and identify the best channels to disseminate information about EPA programs (e.g. communications plans, newspapers, radio, television, internet, social media, etc.)

Your answers to the on-line assessment will be used to evaluate your competencies in the following areas:

Knowledge of the principles, practices, techniques and methods of communication, and skill in applying this knowledge to develop written information materials for dissemination through a wide variety of media; knowledge and skill sufficient for developing written materials such as press releases, news stories, feature stories, fact sheets, television spots, internet articles, etc. that effectively transmit information about complex environmental programs, activities and functions, and increase communication with the agency's various publics; skill in developing and maintaining effective relationships with media representatives and regional managers and program staff to enhance intercommunication between EPA and its audiences using various types of media; skill in developing and maintaining effective relationships with media representatives, regional managers, and program staff to effectively disseminate EPA policies and program information to diverse audiences using various types of media; knowledge and skill for analyzing media and public perceptions and the overall effectiveness of communication plans in reaching targeted audiences; communicating important information on key agency programs and activities, and recommending changes to future materials that will improve the public affairs program overall and knowledge of EPA regulations and programs to anticipate controversial issues and recommend specific courses of action to minimize adverse impact that could impede achievement of environmental activities and goals.

This position is designated as Moderate Risk and requires a background investigation. Unless an appropriate background investigation is already on record with the Office of Personnel Management, you must undergo a background investigation. You must meet time in grade requirements no later than 30 calendar days after the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

We will review your resume and required documents to ensure you meet the basic qualification requirements. Your resume must address the knowledge, skills, and abilities listed in the Qualifications Section. If you meet basic qualification requirements, your application will be further evaluated based on your answers to the on-line assessment. Your responses to the on-line assessment will be used to measure the degree to which your background matches the requirements for the position and an applicable score assigned.

We will compare your resume and supporting documentation to your responses on the assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. We will evaluate your qualifications and eligibility and notify you if you meet minimum qualification requirements.

NOTE: We do not require a separate statement responding to the competencies, also referred to as Knowledge, Skills and Abilities (KSAs). However, your resume should clearly show possession of these competencies.

To preview questions please [click here](#).

BENEFITS:

Benefits will not change for current permanent EPA employees.

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OTHER INFORMATION:

This position is in the bargaining unit. Are you a Displaced Federal Employee? If so, please read the Required Documents and visit the EPA website for additional information http://epa.gov/ohr/ezhire/vacancy_requirements.htm. This information is used to determine your qualifications for employment. The use of this information is authorized under Title 5 USC, Sections 3302 and 3361. If you are selected, travel, transportation, and relocation expenses will not be paid by EPA. Any travel, transportation, and relocation expenses associated with reporting to work in this position will be your responsibility.

HOW TO APPLY:

You are strongly encouraged to read the entire announcement before you submit your application for this position.

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To begin the application process, click the Apply On-line button to the right on this screen, follow the prompts to log-in/register, submit all required documents, and complete the assessment questionnaire.

To be considered, you must submit a complete application package by 11:59 PM Eastern time on the closing date of this announcement.

All required supporting documents will be collected electronically via the USA Jobs document portfolio feature. If you cannot apply on-line, you must contact the Human Resources Office listed to the right for assistance no later than three business days prior to the closing date of this announcement. You must provide complete application materials by the closing date of this announcement.

For detailed instructions to assist you in ensuring your application package is received, go to http://epa.gov/ohr/ezhire/vacancy_requirements.htm.

REQUIRED DOCUMENTS:

Documents to be submitted on-line:

- Resume clearly stating your experience related to this position as described in the Duties Section and Qualifications Required Section. In describing your experience, you need to be clear and specific. We may not make assumptions regarding your experience.
- Responses to the on-line assessment questionnaire
- Displaced Federal employees under CTAP - copy of your most recent performance appraisal, proof of eligibility, and your most current SF-50 noting position, grade level, tenure, and duty station.
- Current EPA Employees: You are encouraged to submit a Notification of Personnel Action (SF-50). If you fail to provide an SF-50, we will access your Federal employment records in e-OPF to verify your eligibility to be considered. If your eligibility for consideration cannot be determined, your application will be rated ineligible.

If you want to know more about submitting documentation to our office, visit EPA's web site: http://epa.gov/ohr/ezhire/vacancy_requirements.htm

AGENCY CONTACT INFO:

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Agency
Human Resources Management
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4220 S Maryland Parkway Bldg. A,
Suite 100
Las Vegas, NV
89119
US
Fax: 702-798-2416

WHAT TO EXPECT NEXT:

You can track the progress of your application package via your USAJobs account. You will receive an acknowledgement from USAJobs that your submission was successful, once we have received your on-line occupational questionnaire, resume and any supporting documentation. You will be notified of the status of your application via your USAJobs Account after we conduct a qualification review of your complete application package. You will be contacted if further evaluation or interviews are required. Any exaggeration of your experience, false statements, or attempt to conceal information may disqualify you for employment consideration. We may verify all information you provide in your resume and questionnaire responses, through reference and/or background check, and/or verification of your education. If you are selected, you will be contacted personally by the human resources office posting this announcement.

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